



Job Description – Executive Director

JOB TITLE

Executive Director, DeafConnect of the Mid-South, Inc.

OVERVIEW

DeafConnect of the Mid-South, Inc. is a not-for-profit agency providing a variety of services for the deaf, deaf/blind, and hard-of-hearing community in Memphis, Tennessee, and the greater metropolitan area.

A dedicated, committed staff and board of directors is seeking an Executive Director to continue the strategic direction of the agency which provides interpreting, advocacy, education, training, and awareness of the deaf, deaf/blind, and hard-of-hearing community. The Executive Director is responsible for ensuring excellence in program delivery and operations, building community awareness/support and effective fiscal management, and fundraising.

ESSENTIAL FUNCTIONS

The following functions describe the essential duties of this role. Other additional related duties may be assigned from time to time.

Staff Development and Management

- Maintain a culture of excellence where each team member is respected and valued.
- Ensure implementation of performance management and staff development processes.
- Ensure organization adherence to professional certification and licensure of appropriate staff and freelance contractors.
- Supervise direct reports.
- Ensure proper administration of human resources related policies and procedures.
- Oversee the development of job descriptions and hiring of staff.

Fundraising, Marketing and Community Outreach

- Serve as primary community ambassador for DeafConnect of the Mid-South, Inc.
- Develop and implement outreach activities to raise awareness of DeafConnect's services and programs among the target population.
- Manage brand and increase public awareness/support by ensuring implementation of effective general public relations and marketing tactics and approaches (i.e. social media, media outreach, website, collateral materials, public fairs, speaking engagements, etc.).
- Research, develop and prepare grant proposals and other funding applications. Direct or delegate development staff in similar activities so as to reach the board approved goals.

Programs and Services

- Ensure continued delivery of quality services to consumers and clients.
- Ensure continued development of interpreting pool.
- Track and analyze organization performance in delivery of services, including capturing and acting upon client and customer feedback.
- Ensure organization adherence to all regulatory requirements including RID's Code of Professional Conduct and HIPAA.

Organizational Planning and Fiscal Management

- Assist board of directors in effective strategic planning to establish annual agency goals and objectives.
- Formulate and lead implementation of tactical plan to support strategic direction.
- Maintain internal reporting of key performance indicators – initiate process changes to ensure achievement of goals.
- Provide oversight for financial manager to develop and administer annual budget.
- Administer annual budget ensuring proper and accurate bookkeeping procedures and practices.
- Provide board of directors with monthly financial reporting including explanation of variances.
- Ensure annual financial audit, tax filings & corporate registrations are completed according to timelines.

REPORTS TO: The Board of Directors

POSITION QUALIFICATIONS

1. Minimum of a Bachelor's Degree.
2. Five or more years in an organizational leadership role.
3. Exceptional communication skills and if not already proficient in ASL, a willingness to learn how to effectively communicate with individuals who are Deaf or Hard-of-Hearing.
4. Willingness to learn about and understand deaf culture.
5. Experience with innovative program development.

STATUS: Full-time

RESUME SUBMISSION DIRECTIONS

Interested candidates should submit their resumes and cover letters by **5/16/2016** to careers@deafconnectmidsouth.org.

*Anticipated start date, July 1st 2016.

DeafConnect of the Mid-South is an Equal Opportunity Employer

All personnel transactions shall be upon merit without regard to race, color, religion, sex (including pregnancy), national origin, age, disability or genetic information.